

## Post-Graduate Research Projects: File Structure and Naming

<b>Researcher:</b>	
<b>Project Title:</b>	
<b>Project Duration:</b>	
<b>Project Context:</b>	
<b>1. File Structure</b>  [When completing this form on a computer please delete this and write as much as you need to in each of the sections – do not worry about keeping the form to a single page]	
<b>2. File Naming</b>	
<b>Signed:</b>	<b>Version:</b>
<b>Date Created:</b>	<b>Date Amended:</b>

# Post-Graduate Research Projects: File Structure and Naming Prompt Sheet

<b>Researcher:</b> Name	
<b>Project Title:</b> Provisional dissertation or thesis title	
<b>Project Duration:</b> Dates of post-graduate research project	
<b>Project Context:</b> Where is the research being carried out, and what is under study? Is the research individually based, part of a larger project, or being carried out in agreement with an institution(s), e.g. an archaeology contract unit(s), a museum(s), a state/regional authority, or community group(s), etc?	
<b>1. File Structure</b>  Describe the organisation of computer folders for your post-graduate research project.  Does the file structure follow conventions from a host project, laboratory or institution?  List the primary folders, and then summarise the organisation of their sub-folders.  How will the computer folders for your post-graduate research be distinguished from other research projects and work that you might be involved with?  <b>Good Practice</b> Use a system that is logical to you, but simple and self-explanatory to others. Avoid using the same name for sub-folders as this may lead to the over-writing of their contents. Avoid the over use of folders	
<b>2. File Naming</b>  Describe the logic behind the file naming system for your post-graduate.  Does the file naming follow conventions from a host project, laboratory or institution?  Give examples of the file names, from different types of digital data used in your research.  How will the file names in your post-graduate research be distinguished from files in other research projects and work that you might be involved with?  If a coding or numbering system is used to name files, where will the explanation of this system be saved?  <b>Good Practice</b> Use underscores instead of spaces If the date is included, write this in numbers: year-month-date, e.g. 2011-01-10 If numbering files, consider how many potential files are needed: 001, 002, etc, will order files up to 999. DO NOT WRITE ENTIRE FILE NAME IN CAPITALS AS THIS IS HARD TO READ.	
Signed:	Version:
Date Created:	Date Amended: